**Service Required from Tatweer**

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| **What are the service (s)/Management System(s)/ excellence criteria you would like to**  **Apply for? (Please tick as required)** | |
| Quality Management System ISO 9001:2015 |  |
| Occupational, Health and Safety Management System ISO 45001:2018 |  |
| Environmental Management System ISO 14001:2015 |  |
| Occupational Safety and Health Abu Dhabi System Framework (OSHAD – SF) version 3.1 |  |

**Current System Information**

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| Does the Organization have management system certification(s): | Have a Occupational Safety and Health Management in place and  certified to OHSAS 18001:2007  Have a Quality Management System in place and certified to ISO  9001:2008  Have a Environmental Management System in place and  certified to ISO 14001:2004  Have a Environmental Management System in place and  certified to ISO 14001:2004  Have a Occupational Safety and Health Management in place and  certified to OSHAD – SF ver. 3.0 or EHSMS ver. 2.0  Have a Quality, Environmental, Health and Safety Management  System in place but not certify by third party.  Does not have any Quality, Environmental, Health and Safety  Management System in place | |
| Does the Organization have: | Policy(s) (Quality, Environment, and Occupational Health & Safety) Kindly provide the below details and attach/ submit the document:   |  |  |  | | --- | --- | --- | | Doc. No. and Title | Revision No. | Date it was issued | |  |  |  | |  |  |  | |  |  |  | | |
| Does the Organization have: | Manual(s) (Quality, Environment, and Occupational Health & Safety  Kindly provide the below details and attach/ submit the document:   |  |  |  | | --- | --- | --- | | Doc. No. and Title | Revision No. | Date it was issued | |  |  |  | |  |  |  | |  |  |  |   QHSE Procedures(s) - If available, kindly tick the box below and  attach/ submit the document(s):  Roles and Responsibilities Procedure  Targets and Objectives Procedure  Legal Compliance Procedure  Risk Management Procedure  Management of Change Procedure  Contractor Management Procedure/ Procurement Procedure  Emergency Management Procedure  Corrective Action Procedure  Training and Competency Procedure  Hazard, Near-Miss and Incident Investigation Procedure  Communication and Consultation Procedure  Audit and Inspection Procedure  Waste Management Procedure  Customer Satisfaction Survey Procedure  Performance Monitoring Procedure  Applicable Standard Operating Procedure(s), Kindly List down  Below and attach/ submit the document(s): | |
| Does the organization have established QHSE Objectives? | No | Yes, Kindly attach/ submit the document(s). |
| Does the organization have established QHSE Risk Assessment? | No | Yes, Kindly attach/ submit the document(s). |
| Does the organization have established HSE Legal Compliance Register? | No | Yes, Kindly attach/ submit the document(s). |
| Does the organization have established Job Descriptions inclusive of QHSE functions for all employees? | No | Yes, Kindly attach/ submit the document(s). |
| Does the organization have established workers representative/ QHSE committee? | No | Yes, Kindly attach/ submit the document(s). |
| Does the organization have criteria for the approved supplier list? | No | Yes, Kindly attach/ submit the document(s). |
| Does the organization have customer satisfaction criteria? | No | Yes, Kindly attach/ submit the document(s). |

**Organization Information**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Company Name |  | | | | | | |
| Address |  | | | | | | |
| Telephone No. |  | | | | | | |
| Fax No. |  | | | | | | |
| Company Logo: | Kindly Insert the Company Logo | | | | | | |
| Name & designation of chief executive/ General manager etc. |  | | | | | | |
| Number of Divisions/ Branches |  | | | | | | |
| Organization’s Main Activity |  | | | | | | |
| The Organization’s Market |  | | | | | | |
| Working days and Hours |  | | | | | | |
| Number of Employees | Management: |  | Administration: |  | Labor: |  |  |
| Nature of the organization | Proprietorship:  Partnership:  LLC:  PSC: | | | | | | |
| Others: | | | | | | |

**Terms and Conditions**

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| --- | --- |
| Confidentiality: | Any and all documented information submitted by the Organizations ( policies, manual procedures, standard operational procedures and other documentation shall be kept confidential and it will not be use, disclose to other organization, or cause the organization to use any confidential information of any other person or entity. |
| Work Methodology | Tatweer work methodology combines the synergy of strategy, strengths and resources to comprehensively address an organization’s Purpose, Process and Requirements. In order to fulfill the organization needs, Tatweer shall work accordingly by:   * Reviewing the client documented information; * Review output shall be documented in a form of Gap Analysis Report * Communication and Interaction shall only be done through phone calls, email correspondences and web meetings. |

**Contact Information and Acknowledgement**

***By my signature, I acknowledge that I have read, understand, and agree to Tatweer Terms and Conditions as defined in this Consultancy Questionnaire.***

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| --- | --- |
| Name: |  |
| Designation: |  |
| Mobile: |  |
| Email: |  |
| Signature: |  |